



New Hire Checklist

Driver Name:
 Equipment Owner:
 Date Checked:

Item	Current?	Expiration	Notes
Application			
Past Employment/Substance Release			
Valid Drivers License			
Medical Card/Long Form			
Certificate of Compliance			
Drug and Alcohol Policy Receipt Form			
Certificate of Violations/Annual			
Record of Duty Status			
Lease Agreement			
Hold Harmless Agreement			
Activity Pay Acknowledgment			
Policies & Procedures Receipt			
Emergency Contact Info			
Direct Deposit Authorization			

For Office Use Only			
Past Employment/Substance Check			
Pre-Employment Drug Test			
MVR/Annual			
Vehicle Registration			
Full Coverage Tractor Insurance			
Workmans Comp Insurance (Driver)			
IFTA Vehicle Registration			
Annual Vehicle Inspection			